



1200 East Broad Street
Mansfield, Texas 76063
Telephone: 817-276-4267
FAX: 817-473-7487

JOB CLASSIFICATION:	Police Officer	SALARY: \$50,470
DEPARTMENT:	Police Department	
APPLICATIONS CURRENTLY BEING ACCEPTED.		

JOB DESCRIPTION:

Under general supervision, perform professional police work for the protection of life and property through the enforcement of laws and ordinances.

EXAMPLES OF WORK TO BE PERFORMED:

- MUST BE ABLE TO WORK ANY SHIFT INCLUDING DAYS, EVENINGS AND DEEP NIGHTS. (Shifts are typically TEN (10) hours with actual hours being established by operational necessity) MUST BE ABLE TO WORK SATURDAYS, SUNDAYS AND HOLIDAYS.
- MUST BE ABLE TO WORK PAST NORMAL ASSIGNED SHIFT.
- WILL BE SUBJECT TO CALL-BACK
- Patrol assigned area or district on foot or in a car giving directions, information, and assistance to the general public; inspect doors and windows in the business district to see that no suspicious conditions exist.
- Patrol assigned areas, investigate, and report accidents, crimes, suspicious actions or persons, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Interview suspects and persons arrested.
- Prevent the commission of unlawful acts; apprehend criminals or other persons menacing the general public; serve warrants, subpoenas, and other writs.
- Attend special training programs as required.
- Enforce traffic and safety regulations for pedestrians and motor vehicles.
- Accompany persons to headquarters to be booked on charges; accompany prisoners to court, maintain custody, and testify when called upon.
- Attend, report, and investigate accidents; keep by-standers out of danger, and render first aid to the injured.
- Perform traffic control duties when required.
- Secure crime scenes; make arrests.
- Control inmates from stations or by patrolling in yards, grounds, cell houses, corridors, and work areas.
- Transport inmates in multi passenger van or sport utility vehicle.
- Escort individuals or groups of inmates to work or other activities.
- Enforce rules of conduct, security and labor standards by making verbal or written reports of significant violations or irregularities to supervisors.
- Assist in averting riots and escapes undertaken by inmates.
- May assist in the supervision of inmates on transfers to/from other correctional facilities on appearances in court.
- Accompany prisoners being transferred for psychiatric diagnosis or to treatment clinics and attend sanity hearings in courtroom or hospital.

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- May control admission of employees entering and exiting the jail by operating electric doors.
- Monitors by viewing camera at doors to identify individual and pushing appropriate button on panel for the correct door.
- May inventory property of inmates including money. Enters items on log sheets, enters in computer software for property room.
- Maintain security at the City Court and other City buildings.
- Track, locate and arrest persons with active warrants.
- Monitor Court assigned work detail.
- Enforce City, State and Federal laws.
- Perform other duties as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Must be able to testify in Municipal, State and Federal Court.
- Must maintain an acceptable reputation on and off duty to maintain 'sponsored' status as a witness for Municipal, State and Federal Court cases.
- Ability to read, comprehend and abide by the Police Policies and Procedures Manual.
- Considerable knowledge of modern principles, practices, and procedures of police work.
- Considerable knowledge of pertinent state laws and city ordinances, and ability to diagnose violations.
- Knowledge of the geography of the City.
- Ability to deal courteously, but firmly with the general public, and give oral commands.
- Ability to understand and carry out oral and written instructions.
- Ability to render accurate oral and written reports of accidents, incidents, and violations of the law.
- Ability to attend and benefit from special training courses as required.
- Good character and reputation; possession of a valid Texas driver's license.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent. Those with an equivalency certificate are required to have successfully completed at least 12 hours from an institution of higher education with at least a 2.0 GPA on a 4.0 scale by providing a copy of transcripts from that institution OR have an honorable discharge from the armed forces of the US after at least 24 months of active duty service as evidenced by the appropriate DD214 or applicable documentation.
- Minimum age 21.
- Must be a US citizen as evidenced by birth certificate, passport or legal immigration documentation.
- Must have an acceptable criminal history according to the standards set by TCOLE.
- Must not be prohibited from operating a motor vehicle and possess a valid driver's license.
- Must not be prohibited from possessing firearms or ammunition.
- Must pass a physical / drug screening as well as a psychological assessment prior to hiring.
- Must be currently licensed as a Peace Officer through the Texas Commission of Law Enforcement (TCOLE).

DESIRED TRAINING AND EXPERIENCE:

- Previous police officer experience preferred.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles, fencing, walls and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Stooping. Bending body downward and forward by bending spine at the waist.
 - Kneeling. Bending legs at knee to come to a rest on knee or knees.
 - Crouching. Bending the body downward and forward by bending leg and spine.
 - Crawling. Moving about on hands and knees or hands and feet. Ability includes moving through small spaces such as windows and other crawlspaces.
 - Reaching. Extending hand(s) and arm(s) in any direction.
 - Standing. Particularly for sustained periods of time.
 - Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 - Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. Must be able to pull at least 180 lbs. in a dragging motion.
 - Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping. Applying pressure to an object with the fingers and palm.
 - Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
 - Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
 - Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
 - Running/Sprinting. Frequent movement on foot at high speed and for long distances without stopping. Stamina is emphasized.
 - Jumping. Ability to leap over objects up to 48 inches in height while maintaining forward movement.
- 2. The physical requirements of this position**
- Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- 3. The visual acuity requirements including color, depth perception, and field vision.**
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 - The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
 - The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
 - The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures
- 4. The conditions the worker will be subject to in this position**
- The worker is subject to both environmental conditions. Activities occur inside and outside.

- The worker is subject to extreme cold. Temperatures typically below 32° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
- The worker is required to function in narrow aisles or passageways.



HIRING PROCEDURES:

All applicants must pass each step in the hiring process in order to proceed to the next portion. The steps in the process are as follows:

1. Complete and return the INTENT TO TEST form indicating that no automatic disqualifiers apply to you and acknowledging other information as required. Once acknowledged, applicants meeting the initial requirements will be notified of a physical agility date and time.
2. Physical agility assessment:
 - a. Obstacle course – consisting of:
 - Four foot barricades (3) (assesses applicant ability to jump-measures anaerobic power, leg power and strength)
 - Inverted slope (assesses applicant ability to jump and balance- measures anaerobic power, leg power and strength)
 - Balance pole (assesses applicant ability to balance and climb- measures anaerobic power, muscular strength, muscular endurance)
 - Chain link fence (6 ft) climb (assesses applicant ability to climb- measures muscular strength, muscular endurance, and anaerobic power)
 - Simulated window opening obstacles (assesses applicant ability to climb and balance-measures flexibility and muscular endurance)
 - Dummy drag (170 lbs. for 45 feet) (assesses applicant ability to pull and drag-measures muscular strength, muscular endurance, and anaerobic power)
 - Five foot wall climb (assesses applicant ability to climb- measures muscular strength, muscular endurance, and anaerobic power)
 - Total Course must be completed successfully and as instructed within 75 seconds.
 - b. 300 meter sprint in 68 seconds or less (assesses applicant ability to run/sprint- measures aerobic power)
 - There is a ten minute rest period between the Obstacle course and the Sprint.
3. Written exam – Applicant must successfully pass a written exam. Passing the exam consists of making a minimum of 70% on EACH section of the exam.
4. Written assessment – Applicant will complete a written exercise to determine their ability to write in a clear, concise and logical manner consistent with the needs of police reporting. Attention will be given to accuracy, grammatical correctness, punctuation, spelling, and word usage.
5. Oral Review Board – Applicant will be assessed by a review board consisting of members of the police department. Applicant must receive unanimous approval of the board to pass to the next stage.
6. Polygraph examination
7. Background investigation
8. Psychological examination
9. Physical examination and Drug screen



MANSFIELD POLICE DEPARTMENT

INTENT TO TEST FORM

LAST NAME: _____ FIRST NAME: _____ MI: _____

DOB: _____ DL#: _____ DL STATE: _____ EXP. DATE: _____

ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

BEST CONTACT PH #: _____ LAST 4 OF SS# _____ TCOLE PID# _____

(IF APPLICABLE)

POSITION APPLIED FOR: ☐ POLICE RECRUIT ☐ POLICE OFFICER (Requires current TCOLE certification)

BY SIGNING THIS FORM, YOU INDICATE THAT THE FOLLOWING AUTOMATIC DISQUALIFIERS DO NOT APPLY TO YOU:

- Presently under indictment or charges for any criminal offense other than a Class C traffic violation
- Has been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor, or a Class B misdemeanor within the past ten years from the date of the court order
- Has ever been convicted of an offense above the grade of a Class B misdemeanor; or a Class B misdemeanor within the past ten years
- Has been convicted of a family violence offense
- Conviction at any time for a felony offense
- Are currently prohibited by state or federal law from operating a motor vehicle
- More than three moving violations within the past three years
- Are prohibited by state or federal law from possessing firearms or ammunition
- Multiple convictions (more than two) for failure to maintain financial responsibility within the past three years.
- Unlawful use of marijuana or hashish within the past three years.
- Unlawful use of any controlled substance or dangerous drugs as defined by the Texas Health and Safety Code within the past ten years.
- Any sale or manufacture of a controlled substance, marijuana or dangerous drug as defined by the Texas Health and Safety Code
- Presently on court ordered community supervision or probation for any offense above a Class C misdemeanor
- Less than honorable discharge from the military service

AND FURTHERMORE, YOU ACKNOWLEDGE THAT YOU MEET THE FOLLOWING MINIMUM QUALIFICATIONS FOR THE POSITION OF POLICE OFFICER / POLICE RECRUIT WHICH INCLUDE THE FOLLOWING:

- High school diploma or equivalent.
- If applicable, an honorable discharge from the armed forces of the US as evidenced by the appropriate DD214 or applicable documentation.
- Minimum age 21.
- Must be a US citizen as evidenced by birth certificate, passport or legal immigration documentation.
- Must have an acceptable criminal history according to the standards set by TCOLE.
- Possess a valid driver's license.
- Must pass a background investigation, a polygraph examination, physical / drug screening as well as a psychological exam.

AND FURTHERMORE, YOU HAVE READ THE ATTACHED JOB DESCRIPTION FOR POLICE RECRUIT / POLICE OFFICER AND UNDERSTAND EACH STEP OF THE HIRING PROCESS AND AGREE THAT YOU MEET ALL EXPECTED REQUIREMENTS AND WOULD LIKE TO PROCEED THROUGH THE HIRING PROCESS:

APPLICANT SIGNATURE

DATE AND TIME